

September 10, 2008

Transition Plan: Indiana Secretary of State, Securities Division

Current Licensed and Exempt Indiana Loan Brokers:

Loan Brokers holding an Indiana **Loan Brokers License** which expires December 31, 2008 must transition onto the Nationwide Mortgage Licensing System (NMLS) by completing Form MU1 for the company and a Form MU2 for each of their control persons. Additionally Form MU3 should be completed and submitted for each branch location. This should be completed before **December 31, 2008**. A Transition submitted by **Loan Brokers, through NMLS will serve as the renewal for 2008**.

Loan brokers with an expiration date of December 31, 2009 must create a record in NMLS and can begin that process on March 1, 2009, and can renew beginning November 1, 2009. To look up your expiration date go here: [Find your expiration date](#).

It is important that current licensees have their Indiana loan broker license number available when filing their Form MU 1. The loan broker license number has been provided to each licensee in previous communications and is available on the Division's Web site at: http://www.in.gov/apps/sos/securities/sos_securities. Loan Brokers should use their company license number when transitioning existing branch locations as well.

Paper applications will not be accepted after **October 15, 2008**.

Licensees should not make changes (i.e. address changes, etc.) while requesting transition to the NMLS. Any licensee that needs to amend a license or complete any other action previously completed in paper form is encouraged to update all information with our office by **October 15, 2008**, so at the time of transition there will be no pending changes to submit.

Note: If you have submitted forms MU1 and MU2 for another state, you do not need to re-enter your company record into NMLS to transition your license. You will only need to identify the appropriate license in Indiana and complete a few state specific requirements.

All exempt loan brokers whose exemption is expiring December 31, 2008 and who are required to be licensed with the Indiana Secretary of State, Securities Division in accordance with the [guidelines](#) published September 1, 2008 must follow the transition instructions through the NMLS.

Current Principal Managers and Loan Originators:

Registered Principal Managers and Loan Originators whose registration expires December 31, 2008 must create a record in the NMLS by completing form MU4. This should be completed by **November 1, 2008**. After November 1 and before December 31, 2008, the registrants must transition the existing registration via the NMLS. [Companies employing Principal Managers and Loan Originators have until **December 31, 2008** to Sponsor their registration in NMLS. Be advised that the Company MU1, the Branch Location MU3 (when the Principal Manager oversees a branch) and the MU4 must all be submitted prior to the company sponsoring the Principal Manager's or Loan Originator's registration. A transition submitted by **Principal Managers and Loan Originators, through NMLS, will serve as the renewal for 2008**.

Principal Managers and Loan Originators holding a registration which expires December 31, 2009 must transition their current registration onto the NMLS and can begin that process on March 1, 2009. Loan Brokers employing Principal Managers and Loan Originators have to Sponsor their registration in NMLS before approval will be granted. Be advised that the Company MU1, the Branch Location MU3 (when the Principal Manager oversees a branch) and the MU4 must all be submitted prior to the company Sponsoring the Principal Managers registration. [Find your expiration date.](#)

Note: If you have submitted a Form MU4 in another state, then you *do not need to re-enter your record* into NMLS. You will only need to identify the appropriate registration in Indiana and complete a few state specific requirements.

Principal Managers and Loan Originators can complete and submit Form MU4 themselves or their company can complete Form MU4 and have the registrant log in to the NMLS and electronically attest to its accuracy.

Principal Managers and Loan Originators will have successfully met this requirement when the Indiana Secretary of State, Securities Division has approved their Principal Manager or Loan Originator Registration through the NMLS. It is important that Principal Managers and Loan Originators have their current registration number available when completing and submitting their Form MU4.

Principal Managers and Loan Originators should consult with their employer before logging into the NMLS and completing a Form MU4.

Note: Licensees should use the information currently on file with the Indiana Secretary of State, Securities Division when transitioning onto the NMLS. Any change in information will need to be submitted as an amendment filing after transition approval.